

INFORMATION

Policy Name	Fire Safety Policy
Effective Date(s)	September 2014
Approved By	Risk & Compliance – Subject to Approval
Approval Date	February 2021- Risk & Compliance Group
Policy Owner/Dept	Head of Asset Compliance / Asset Compliance
Policy Author	Nigel Robinson / Fire Safety Lead
Review Date	February 2022
Policy Framework Ref	Action ID: 5215
Version Number	3

Version Control

Version	Date	Changes	Approver
1	20/12/2016	Changes to incident management system Datix	I Hardman
2	20/10/2020	Addition of the NFCC Fire Safety in Specialised Housing Guidance	N Robinson

Business Plan Theme			
Keep Everyone Safe	<input checked="" type="checkbox"/>	Be a Great Landlord	<input checked="" type="checkbox"/>
Deliver New Affordable Homes	<input type="checkbox"/>	Innovation and Transformation	<input type="checkbox"/>
Business Viability	<input type="checkbox"/>	People and Culture	

Relevant National Standards or Regulation	Please State if the Policy aligns to any of the Regulators Standards: <ul style="list-style-type: none"> • Governance and Financial Viability Standard • Value for Money Standard • Rent Standard • Home Standard • Tenancy Standard • Neighbourhood and Community Standard • Tenant Involvement and Empowerment Standard
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<p>Relevant Legislation</p>	<ul style="list-style-type: none"> • Regulatory Reform (Fire Safety) Order 2005 (referred to as the RRFSO) • Housing Act 2004 which introduced the Housing Health and Safety Rating System (HHSRS) • Dangerous Substances and Explosive Atmospheres Regulations (DSEAR) 2002 • Furniture and Furnishings (Fire Safety) Regulations 1988 • Gas Safety (Installation and Use) Regulations 1998 (our compliance with this is set out in our Gas Safety (Heating Installations) policy and procedure). • Electrical Equipment (Safety) Regulations 1994 (our compliance with this is set out in our Electrical Safety policy and procedure). • Landlord and Tenant Act 1985 (as amended), including consultation with leaseholders about Major works and service charges. • Equality Act 2010 • Building Regulations 2006 Approved Document B (Fire safety) – Volume 1: Dwelling houses, and all relevant British Standards. • Building Regulations 2006 Approved Document B (Fire safety) – Volume 2: Buildings other than Dwelling houses, and all relevant British Standards. • Health and safety at work act 1974 • Management of health and safety at work regulations 2006 • Workplace (Health Safety & Welfare) regulations 1992
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1. Statement of Objectives

To establish a policy for Fire Safety, we have a duty of care to ensure that residents and visitors can use the relevant buildings and facilities safely. This extends to taking all reasonable steps to mitigate any risks associated with fire in our properties.

If premises have been designed and built in line with modern building regulations and are being used in line with those regulations, structural fire precautions should be acceptable. However, a fire risk assessment must still be carried out and all fire precautions and maintenance routines continued, as set out in the policy, procedures and guidance which we comply with.

We acknowledge and accept our responsibilities under the Regulatory Reform (Fire Safety) Order 2005 to ensure that our buildings are safe to live in, are assessed in line with the Fire Risk assessment frequency. Guidance information published by Department for Communities and Local Government (CLG), (Local Authorities Coordinators of Regulatory Services) (LACORS) and the Local Government Association (LGA) and the National Fire Chiefs Council (NFCCC) shall be taken as the benchmark operating guidelines and target standards.

Policy Aims and Objectives

- Provide clear lines of responsibility within Your Housing Group for the management of fire safety
- Specify individual responsibilities in the management of Fire Safety
- Clarify the approach to Fire Risk Assessments
- Clarify the method of reviewing and monitoring fire safety compliance.

This document should be used by all employees, customers and stakeholders of YHG to understand the obligations placed upon YHG to maintain a safe environment for their customers and employees within the home of each customer and within all communal areas of properties.

This document should also be used to maintain a safe environment for customers and employees within all YHG properties.

This policy will provide assurance to YHG that measures are in place to identify, manage and mitigate risks associated with Fire.

This document will be available to be viewed via YHG's internet portal for external customers.

2. Compliance with Regulatory Standards and Legal Obligations

The application of this policy ensures compliance with the regulatory framework for social housing in England introduced by the HCA in April 2012 and operates within the context of regulatory legal frameworks in relation to the following legislation:

- Regulatory Reform (Fire Safety) Order 2005 (referred to as the RRFSO)
- Housing Act 2004 which introduced the Housing Health and Safety Rating System (HHSRS)
- Dangerous Substances and Explosive Atmospheres Regulations (DSEAR) 2002
- Furniture and Furnishings (Fire Safety) Regulations 1988
- Gas Safety (Installation and Use) Regulations 1998 (our compliance with this is set out in our Gas Safety (Heating Installations) policy and procedure).
- Electrical Equipment (Safety) Regulations 1994 (our compliance with this is set out in our Electrical Safety policy and procedure).
- Landlord and Tenant Act 1985 (as amended), including consultation with leaseholders about Major works and service charges.
- Equality Act 2010
- Building Regulations 2006 Approved Document B (Fire safety) – Volume 1: Dwelling houses, and all relevant British Standards.
- Building Regulations 2006 Approved Document B (Fire safety) – Volume 2: Buildings other than Dwelling houses, and all relevant British Standards.

- Health and safety at work act 1974
- Management of health and safety at work regulations 2006
- Workplace (Health Safety & Welfare) regulations 1992

This policy also considers the following additional guidance:

- CLG Guidance for Landlords and Property Related Professionals on the Housing Health and Safety Rating System
- CLG Guidance on fire safety risk assessments in:
 - Sleeping Accommodation
- CLG Guidance on Means of Escape for Disabled People
- LGR Guidance on fire safety provisions for certain types of existing housing.
- LACORS Housing Fire Safety Guide
- Local Government Group Fire Safety in Purpose-Built Blocks of Flats
- NFCC Fire Safety in Specialised Housing

YHG acknowledges and accepts its responsibilities under the applicable regulations and legislation and that failure to properly discharge these responsibilities may result in:

- Prosecution by Health and Safety executive under Health and Safety at Work Act 1974
- Prosecution under Corporate Manslaughter and Corporate Homicide Act 2007
- HCA serious detriment judgement

3. Corporate Fit

This policy is consistent (where relevant) with YHG's current policies, specifically:

- Corporate Plan
- Business Plan

The Group is undertaking a wide ranging review of all of its policies, and as these are formulated it will be the responsibility of the Group Director of Assets to ensure any necessary updates to this policy are made in a timely manner.

When undertaking the scheduled review, the Group Director of Assets will ensure the policy remains complimentary to the above and any relevant iteration, including any new policies that are implemented from time to time between scheduled reviews. Any new draft policy and procedures will be reviewed by the Health and Safety Procedural Forum as part of the review process.

4. Policy Detail

As a minimum, we will ensure that:

- We are compliant with the requirements of the Regulatory Reform (Fire Safety) Order 2005 (RRFSO).
- We have positive working relationships with local fire authorities and local housing authorities, including complying with any orders they issue in writing and seeking advice as to the severity of the risks identified. It is recommended that the nominated person should meet with the local fire authority representative as and when required.
- General precautions are taken; including carrying out planned programmes of work in all of our properties to install mains wired fire detectors over a reasonable period of time.
- Stock condition surveys are carried out on all our properties including a Housing Health & Safety Rating System (HHSRS) assessment of fire risks, and take action to rectify identified hazards.
- So far as it is within our control, we give effect to appropriate arrangements for the effective planning, organisation, control, monitoring and review of fire prevention and protective measures, including (where appropriate) property specific evacuation plans, taking account of the particular needs of residents including those with disabilities.
- We have accurate recording-keeping which we will share with the local fire authority, as appropriate.
- All shared and supported housing properties and all communal areas are appropriately equipped with fire protection equipment and emergency lighting, fire doors, and safety signs, as advised by a fire risk assessment.
- Evacuation plans are tested by carrying out a practice evacuation .
- All staff receives training appropriate to their duties under the RRFSO and those with delegated responsibility for fire safety.

- **Fire Risk Assessment**

YHG is required to undertake a Fire Risk Assessment (FRA) for all defined properties.

Each FRA will assess the risk from fire at YHG properties and recommendations will be made with regard to remedial works if any, required in order to ensure the safety of person and property.

Each FRA will determine the anniversary review date for each property, and this will define the fire safety programme going forward. From time to time, the anniversary review dates may change as a result of the following:

- Re-categorisation of the scheme/property
- Agreed revisions to fire risk methodology
- A major change to the structure of the property
- A near miss or fire within the property
- Change of use of the property

- **Maintenance**

In order for YHG to maintain a safe environment for their customers and employees within the home of each customer and the premises, YHG will:

- Inspect and/or test fire safety equipment and alarms at the appropriate levels, including smoke venting systems
 - Provide and maintain safe means of escape from premises in the event of a fire
 - Maintain all fire detection, fire fighting equipment and installations
- **Independent Audit**

The Fire Safety performance of the Group will be subject to regular audits by the Group's external auditors BDO. In addition, YHG are in a Primary Authority Partnership with Greater Manchester Fire and Rescue Service to assist in achieving maximum compliance.

5. Risk Management

The risk of fire is something that will always be present in the Groups properties. However, the risk can be managed and reduced as far as is reasonably practicable. The primary purpose of this risk reduction statement is to ensure that the risks associated with fire are identified and actioned in a planned and controlled manner.

YHG recognizes that the main hazards in relation to Fire are as follows:-

- Failure to ensure all systems are not maintained to the required standards and completed within the legislated timescales.
- Failure to identify how ineffective management of these systems can impact on the health & safety of employees, customers and contractors.
- Failure to inform persons of their duties relating to Fire within the schemes they are responsible for.
- Not completing FRAs on properties that require one or reviewing the FRAs.
- Not completing the recommendations advised within the FRAs.
- Insufficient systems to detect fire and warn people in properties that require fire protection systems.

6. Training

This policy and the procedures that support it will be the subject of a mixed platform of training across YHG and include all stakeholders.

All staff (if required as part of their role) have are to have access to an array of training dependant on the responsibility within the Fire Safety area they hold. These requirements are clearly stated in their individual Learning Passport following role evaluations to identify the level of training required. With the use of many platforms of learning such as E-Learning, Meta-Compliance, and access to external training partnerships we are able to provide a bespoke level of learning suitable to the individual

Contractors and Partners are required to be suitably qualified to carry out the roles and responsibilities placed on them and must undertake regular auditing and updated training to ensure suitability continues.

7. Record Keeping

YHG will hold and maintain accurate records, as appropriate, against each property or scheme. This will include:

- FRA's including amendments
- The anniversary date of the FRA
- Any actions arising from the completed FRA's
- Evacuation plans
- Fire history records
- Fire Safety training records
- All records provided by external companies in relation to the servicing and maintenance of installed systems.

Records are kept on Orchard Housing Management System, Documotive and YHG's Fire Risk Management System.

8. Performance Management/Monitoring and Reporting

The Business Intelligence team will produce reports in relation to the agreed Key Performance Indicators (KPI's). These will be produced and reported as detailed within YHG Performance Management Framework

Measures will be in place to manage contractors involved in Fire Risk Assessments, Servicing and maintenance of fire safe systems to ensure they are completed on time.

The Group target for compliance is for all properties, identified to be identified with a risk to have been fire risk assessed and appropriate action taken to mitigate risk, and for all relevant communal areas to have a fire risk assessment and review regime in place.

9. Equality and Diversity

This policy complies with current Equality and Diversity legislation to ensure equality of treatment for all customers without discrimination or prejudice. The policy will pay particular regard to ensure it is sensitive to such diversities surrounding access to properties and delivery of such services.

YHG will ensure the maximum information in relation to the customer and the property is available and is used by both its employees and its contractors to enable the service to be delivered sensitively to YHG customers. All protected attributes (as defined within the Equality Act 2010) will be considered.

On request, YHG will provide translations of all its documents, policies and procedures in various languages and other formats such as computer disc, tape, large print, Braille etc., and these can be obtained by contacting YHG.

YHG recognises that confidentiality is important to customers and will treat all information relevant to each customer in the strictest confidence, as will all contractors, under the Data Protection Act 1998.

11. Future Reviews

YHG will review the Compliance policy every year or sooner if required by statutory, regulatory or best practice requirements or the need to update following reviews of other Group wide policies.

The Director of Asset Management will be responsible for this review and ensuring this policy and the procedures supporting its implementation remain up to date.

Related Documents

Document Type	Name
Connected Policies and Procedures	
Forms and Letters	
Leaflets/Publicity Material	
Training Materials Available	
Intranet/ Website Page	

